



COMMANDER IN CHIEF, U.S. PACIFIC COMMAND
(USCINCPAC)
CAMP H.M. SMITH, HAWAII 96861-4028

USCINCPACINST 7430.1B
J13
0 4 AUG 2000

USCINCPAC INSTRUCTION 7430.1B

Subj: TEMPORARY LODGING ALLOWANCE (TLA) IN HAWAII

Ref: (a) Joint Federal Travel Regulations

1. Purpose. To assign responsibility for support, control and administration of Temporary Lodging Allowance (TLA) for military Service members in Hawaii. This instruction is completely revised and should be reviewed in its entirety.

2. Cancellation. USCINCPACINST 7430.1A.

3. Background. Reference (a) authorizes TLA to partially offset more than normal expenses related to occupancy of temporary lodging, including meals. Service members usually receive TLA:

a. Upon initial report to a permanent duty station in Hawaii pending assignment of government quarters or other permanent living accommodations in the civilian community.

b. Immediately after vacating government quarters or other permanent living accommodations to execute Permanent Change of Station (PCS).

c. When members must vacate permanent quarters for reasons beyond their control, either permanently or temporarily.

4. Policies

a. Service component commanders will comply with reference (a) and this instruction.

b. All command levels must reduce TLA costs through effective guidance and management. Use all reasonable methods to preclude necessity for payment of the allowance, shorten period of entitlement and reduce costs whenever possible.

c. Senior Service commanders or designated representatives administer the TLA Program, including approving initial entitlements, denying payments, and recouping erroneous payments. Only senior Service or designated installation commanders may authorize TLA extensions beyond initial authorization period.

d. Reference (a) defines terms in this instruction.

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5. Action

a. The Services will notify personnel assigned to duty in Hawaii, prior to their arrival, of the local housing situation and existence/requirements of TLA entitlements.

b. Senior Service commanders will issue directives, as required, to ensure the TLA Program is managed in accordance with reference (a) and this instruction. At a minimum, commanders will:

(1) Determine/validate the need for member and/or dependents to receive TLA payments.

(2) Ensure the member is thoroughly familiar with TLA entitlement requirements and limitations.

(3) Establish procedures to obtain, complete and submit required documentation, including government forms and necessary statements, receipts, etc., from Service providers.

(4) Maintain accurate and detailed records of TLA application/approval and related actions of the housing and disbursing offices.

(5) Maintain arrival/departure TLA statistics, including average days on TLA and total costs.

(6) Review TLA Program annually to ensure compliance with governing directives, efficiency of administration and quality of service to military members.



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Distribution List: (USCINCPACINST 5605.1N)

List I, IIA

Director, Per Diem Travel and
Transportation Allowance Committee

**MANDATORY PROCEDURES FOR INCOMING OR DEPARTING
ARMY PERSONNEL TO OBTAIN TEMPORARY LODGING
(TLA) REIMBURSEMENT** (revised DEC 2000)

- 1) All unaccompanied E1-E6 personnel must report to their unit for lodging.
- 2) Personnel assigned to Ft. Shafter, Tripler Army Medical Center, (including those attached to PTA while on Oahu), Camp Smith, Pearl Harbor, and Hickam Air Force Base must:

- a) call the Tripler Lodging at 839-2336 (open 24 hours);

- b) if rooms ARE available and you do not stay in government lodging facilities you will only be reimbursed the lodging rate per chart on back page (column #1). NOTE: recreational centers such as Hale Koa Hotel, and Waianae Army Recreation Center are NOT government lodging facilities.

- c) if no rooms are available, Tripler Lodging will direct you to contact the Inn at Schofield Barracks (ISB) to determine room availability there. See (3a) below for further guidance.

- 3) Personnel assigned to Schofield Barracks, Wheeler Army Airfield, Helemano Military Reservation, PTA (as applicable) and Kunia must:

- a) call the Inn at Schofield Barracks at 624-9650 (open 24 hours);

- b) if rooms ARE available and you do not stay in government lodging facilities you will only be reimbursed the lodging rate per chart on back page (column #2). NOTE: recreational centers such as Hale Koa Hotel, and Waianae Army Recreation Center are NOT government lodging facilities.

- 4) WARNING: Failure to receive a room status certificate from the Inn at Schofield Barracks, means you will NOT receive the maximum per diem amount for lodging.

- 5) Use this information sheet to estimate lodging reimbursement only; it does not apply for food allowance reimbursement.